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Bulletin Number	2521BR
Type of Recruitment	Interdepartmental Promotional Opportunity
Department	Human Resources Countywide Exams
Position Title	ADMINISTRATIVE SERVICES MANAGER II (CONTRACTS)
Exam Number	148
Filing Type	Open Continuous
Filing Start Date	06/01/2011
Filing End Date	10/31/2011
Filing End Time	5:00 pm PST
Salary Type	Monthly
Salary Minimum	5685.36
Salary Maximum	7457.09
Benefits Information	Non-Represented Employees • Cafeteria Benefit Plan • Defined Contribution Retirement Plan • Deferred Compensation & Thrift Plan • 11 Paid Holidays • Generous Vacation and Sick Leave Benefits • Flexible Work Schedules
Position/Program Information	Supervises a unit of analysts responsible for performing a full range of difficult to complex contract development and administration services and makes recommendations on highly complex issues which directly impact departmental programs and administrative operations, and which may be of a confidential or sensitive nature.
Essential Job Functions	Supervises a unit of analysts responsible for providing contract development and administration services. Serves as a project manager and participates in the work of a team/unit of journey- and lower-level analysts; participates in providing work guidance and direction, scheduling, assigning and monitoring work of other employees for completeness, accuracy and conformance with departmental standards; provides information, instruction and training on work processes; provides input to supervisor on employee work performance and behaviors; estimates

personnel, equipment and material requirements for assigned projects; monitors and ensures project completion in accordance with established deadlines.

Conducts the most specialized and complex contracting feasibility and cost analysis studies of highly specialized and complex departmental operations and services to determine contracting needs and approaches to acquire needed services; prepares reports detailing findings and makes recommendations.

Analyzes and makes recommendations for the preparation, development, negotiation, administration, and termination or renewal of the most specialized and technically complex departmental contracts.

Reviews and analyzes highly complex departmental activities and specialized program services to develop information on workload, personnel, and equipment and material requirements to develop/determine available information on current County costs.

Develops the most complex solicitation and contract documents including Request for Proposals (RFPs), Invitations for Bids (IFBs), and Requests for Quotations (RFQs).

Consults and coordinates contracting efforts with technical or professional specialists in program areas and appropriate line managers to define and establish contract specifications and scope of work to ensure completeness and accuracy of findings to draft contract specification.

Administers the most complex contract solicitations by developing solicitation packages, specifications, and/or scopes of work; participates in the proposal/bid evaluation process.

Negotiates or actively participates in the negotiation and development of assigned contracts specifying vendor and County responsibilities and expectations regarding delivery of services, contract term, special pricing arrangements, and other essential provisions for complex contracts.

Prepares correspondence for submission to the Board of Supervisors to obtain approval for the largest and most complex service acquisitions.

Reviews and/or directs line operations in identifying contractual and funding programs and in resolving differences with contracts; investigates complaints and formulates procedures for the resolution of contracting problems from department staff, contractors, community groups, contractor employees and members of the public.

Requirements

SELECTION REQUIREMENTS:

Option 1: A Bachelor's degree* from an accredited** college or university AND Two (2) years of experience in the service of the County of Los Angeles within the past five (5) years in contract administration at the journey-level analyst*** which involves predominantly performing a full range of difficult to complex contract development and administration activities such as conducting contract feasibility studies, cost analysis studies, and conducting contract solicitations, contract development and amendments, and providing administrative and technical support to departmental program

managers and service providers in their contracting efforts.

Option 2: Four (4) years of experience in the service of the County of Los Angeles within the past (5) years in contract administration at the journey-level analyst*** which involves predominantly performing a full range of difficult to complex contract development and administration activities such as conducting contract feasibility studies, cost analysis studies, and conducting contract solicitations, contract development and amendments, and providing administrative and technical support to departmental program managers and service providers in their contracting efforts.

Physical Class	Physical Class II – Light: Light physical effort which may include occasional light lifting to a 10 pound limit, and some bending, stooping or squatting. Considerable walking may be involved.
License(s) Required	A valid California Class C Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.
Special Requirement Information	*In order to receive credit for Bachelor degree, you must include a legible copy of the official diploma, official transcripts, or official letter from the accredited institution which shows the area of specialization with your application. ***In County service, experience at the journey-level analyst is gained in classes such as Administrative Services Manager I, or higher.
Accreditation Information	**Accreditation: Accredited institutions are those listed in the publications of regional, national or international accrediting agencies which are accepted by the Department of Human Resources. Publications such as <u>American Universities and Colleges</u> and <u>International Handbook of Universities</u> are acceptable references. Also acceptable, if appropriate, are degrees that have been evaluated and deemed to be equivalent to degrees from United States accredited institutions by an academic credential evaluation agency recognized by <u>The National Association of Credential Evaluation Services</u> or the Association of International Credential Evaluators, Inc. (AICE).
Examination Content	<p>This examination will consist of three (3) parts:</p> <p>PART 1 - Job Specific Questionnaire (JSQ) to pre-screen applicant's related work experience in meeting the Selection Requirements.</p> <p>Applicants MUST PASS the initial JSQ/Supplemental screening stage (PART 1) in order to proceed to the Application Review stage. (PART 2).</p> <p>PART 2 - Employment applications will be fully reviewed and accepted/rejected based on Selection requirements.</p> <p>Note: Applicants that FAIL the initial JSQ/Supplemental screening stage (PART 1) will be automatically rejected and notified without review of submitted employment application.</p> <p>Only those candidates who pass the full application review will be eligible to proceed to the written test (Part 3).</p> <p>PART 3 - A written multiple choice test weighted at 100%. The written test will consist of three (3) sections.</p> <p>Section 1: A Broad-Based Employment Skills Test (B-BEST), which consists of written expression, data analysis & decision-making, and reading comprehension.</p>

Section 2: A Computerized Work Styles Assessment (WSA) designed to assess problem solving, business leadership, leadership motivation, interpersonal leadership, self-leadership, management potential, and management judgment.

Section 3: A Pass/Fail written County Contracting Knowledge Test.

Candidates that have taken and passed the B-BEST and WSA written test for ADMINISTRATIVE SERVICES MANAGER I (Exam No. 73 or Exam No. 140) or ADMINISTRATIVE SERVICES MANAGER II (Exam No. 72) examination(s) within the last twelve (12) months, will have their scores automatically transferred to this examination UPON ACCEPTANCE OF THEIR ON-LINE APPLICATION. However, they have to take the Pass/Fail County Contracting Knowledge Test (Section 3) and receive a passing score of 70% or higher to be placed on the eligible register.

Candidates that have taken and passed the B-BEST written test for HUMAN RESOURCES ANALYST III (Exam No. R1912O) examination within the last twelve (12) months, will have their scores automatically transferred to this examination UPON ACCEPTANCE OF THEIR ON-LINE APPLICATION. However, they have to take the WSA (Section 2) and the Pass/Fail Contracting Knowledge Test (Section 3) and receive a passing score of 70% or higher to be placed on the eligible register.

Candidates that have taken the B-BEST and/or WSA written test for ADMINISTRATIVE SERVICES MANAGER I (Exam No. 73 or Exam No. 140) or ADMINISTRATIVE SERVICES MANAGER II (Exam No. 72) or HUMAN RESOURCES ANALYST III (Exam No. R1912O) examination(s) and did not achieve a passing score must wait for twelve (12) months from the date of the written test and must reapply if the examination filing period is still open and the same examination components are being tested in order to retake the examination.

THE WRITTEN TEST IS NOT REVIEWABLE BY CANDIDATES PER CIVIL SERVICE RULE 7.19.

Candidates must achieve an overall passing score of 70% or higher on the exam in order to be placed on the eligible register.

**Vacancy
Information**

An eligible register resulting from this examination will be used to fill vacancies in Contracts at various Los Angeles County departments.

**Eligibility
Information**

The names of candidates receiving a passing grade in the examination will be placed on the eligible register in the order of their score group for a period of twelve (12) months following the date of promulgation.

No person may compete in this examination more than once every twelve (12) months.

Available Shift

Day

**Job Opportunity
Information**

Restricted to permanent employees of the County of Los Angeles who have successfully completed their initial probationary period and meet the qualifying requirements. Applicants must indicate their department name and number on the employment application. The department number is identified on employee's payroll warrant. Verification of Experience: Experience gained in a position performing similar kinds of work which provides the knowledge, skills, and abilities required for the higher level position will be accepted. Experience

**Application and
Filing
Information**

claimed will be verified and evaluated to determine if the type, level or length of experience is qualifying. Applicants must supply sufficient information for this evaluation to be made. Applicants claiming such experience in County service must present, at time of filing, written proof of this experience in a Verification of Experience Letter approved by their Departmental Human Resources Manager or authorized representative. Credit will only be given for out-of-class experience to meet the selection requirements only.

Withhold Information: Permanent employees who have completed their initial probationary period and hold a qualifying payroll title may file for this examination if they are within six months of meeting the experience requirements at the time of filing.

APPLICATION INSTRUCTIONS

APPLICATIONS AND JSQ MUST BE FILED ON-LINE ONLY. APPLICATIONS AND JSQ'S SUBMITTED BY U.S. MAIL, FAX OR IN PERSON WILL NOT BE ACCEPTED.

Fill out your application and Job Specific Questionnaire completely. Provide any relevant education, training, and experience in the spaces provided so we can evaluate your qualifications for the job.

All information is subject to verification. We may reject your application at any time during the selection process.

We may close this examination without prior notice.

INSTRUCTIONS FOR FILING ONLINE:

Apply online by clicking on the link above or below this bulletin that reads, Apply to Job so you can apply online and track the status of your application and get notified of your progress by email.

We must receive your application and Job Specific Questionnaire by 5:00 pm, PST, on the last day of filing.

The acceptance of your application depends on whether you have CLEARLY shown that you meet the SELECTION REQUIREMENTS. Please fill out the application completely and correctly to receive full credit for any related education, training, and job experience. In the space provided for education, include the names and addresses of schools attended, titles of courses completed, dates completed, and number of credits and/or certificates earned. For each job held, give the name and address of your employer, your job title, beginning and ending dates, number of hours worked per week, description of work performed, and salary earned. All information supplied by applicants is subject to verification. Applicants may be rejected at any stage of the selection process.

SOCIAL SECURITY NUMBER:

All applicants MUST enter a valid social security number at the time of filing. Entering anything other than a valid social security (i.e. 000-00-0000, 111-11-1111, etc.) will result in an automatic rejection of your application.

COMPUTER AND INTERNET ACCESS AT PUBLIC LIBRARIES:

For candidates who may not have regular access to a computer or the internet, applications and JSQs can be completed on computers at public libraries throughout Los Angeles County.

NO SHARING OF USER ID AND PASSWORD:

All applicants must file their application online using their OWN user ID and password. Using a family member or friend's user ID and password may erase a candidate's original application record.

County of Los Angeles Information

Equal Employment Opportunity: It is the policy of the County of Los Angeles to provide equal employment opportunity for all qualified persons, regardless of race, religion, sex, national origin, age, sexual orientation, or disability.

Los Angeles County Child Support Compliance Program: In an effort to improve compliance with court-ordered child, family and spousal support obligations, certain employment and identification information (i.e., name, address, Social Security number and date of hire) is regularly reported to the State Directory of New Hires which may assist in locating persons who owe these obligations. Family Code Section 17512 permits under certain circumstances for additional employment and identifying information to be requested. Applicants will not be disqualified from employment based on this information.

Americans with Disabilities Act of 1990: All positions are open to qualified men and women. Pursuant to the Americans with Disabilities Act of 1990, persons with disabilities who believe they need reasonable accommodation, or help in order to apply for a position, may contact the ADA/Personnel Services for Disabled Persons Coordinator at the number below.

Hearing impaired applicants with telephone teletype equipment may leave messages by calling the teletype phone number below.

The County will attempt to meet reasonable accommodation requests whenever possible.

Department Contact Name	Exam Analyst
Department Contact Phone	(213) 738-2084
Department Contact Email	rlowery@hr.lacounty.gov; edeguaia@hr.lacounty.gov
ADA Coordinator Phone	(213) 738-2057
Teletype Phone	(800) 899-4099
California Relay Services Phone	(800) 735-2922
Alternate TTY Phone	(800) 897-0077
Job Field	Administration
Job Type	Professional

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